GUIDE-11

PHYSICAL READINESS CONTROL OFFICER (PRCO)

_____APPROVED_____
W. R. BYNUM
N171 BRANCH HEAD

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Section 1: Overview

1. <u>Introduction</u>. The Physical Readiness Control Officer (PRCO) serves as the primary liaison with OPNAV N171 on matters related to the Physical Readiness Program (PRP) and supports subordinate commands in ensuring policy adherence and program compliance. This guide outlines the roles, responsibilities, and key resources necessary for effective execution of PRCO duties.

2. <u>Responsibilities</u>. Appointed by the Echelon III Commander, the PRCO serves as the primary advisor on all PRP matters for all subordinate commands under their charge. The PRCO will:

    a. Provide guidance to subordinate commands with PRP policy compliance.

    b. Advise Echelon-3 commanders on all DEP/OP excusal requests for subordinate commands requesting a PFA excusal from one BCA or more than two consecutive PRTs.

    c. Review and advise Echelon-3 commander on all Exception-to-Policy (ETP) requests from subordinate commands, forward all endorsed ETP requests to the PRP office via askmncc.fct@navy.mil for consideration.

    d. Verify PFA cycle completion of all subordinate commands within 30 days following completion of Navy cycle.

    e. Utilizing the grade sheet provided in Section 2, conduct PRP compliance inspections on subordinate commands/units every 12 months.

    Note: Afloat commands will, at a minimum, align their inspections with the Command Readiness Assessment Visit (CRAV) schedule.

    f. Ensure continued familiarity with the following applicable instructions, guidance, and resources:

        1) DoD Instruction 1308.03 (Series)

        2) OPNAVINST 6110.1 (Series)

        3) Physical Readiness Program (PRP) Guides 1–11

        4) PRP Forms

        5) Weekly PRP Updates and Frequently Asked Questions (FAQs)

        6) Current PRP-related NAVADMIN messages

7) Physical Readiness Program official website

3. <u>Requirements</u>. To serve as a PRCO, an individual must meet the following requirements:

a. Be paygrades E-7 through E-9, CWO3 through CWO5, O-3 or senior or a civilian employee GS-9 or above.

b. Meet Navy CFL PFA/CFA standards, if military.

Note: It is encouraged that PRCOs are a former CFL, have completed the CFL course within the past five years, or attend the course prior to assuming PRCO duties.

4. <u>Physical Readiness Information Management System (PRIMS)</u>. To ensure a PRCO can properly fulfill their responsibilities, they must have ***"Read-Only"*** access to all subordinate units of the Echelon III command within PRIMS. Read-Only access will allow the PRCO to do the following:

a. Review and ensure compliance with PRP policy for the parent command CFL and respective subordinate command CFLs.

b. Ensure PFA cycle completion and that all PFA documentation is entered per policy deadlines.

c. Act as an extension of PRP office to ensure compliance and reports to Echelon-3 commander.

d. Ensure parent command CFL, subordinate CFLs, ACFLs, and command support personnel have PRIMS access as detailed in PRP Guide-7.

e. To request read-only access to PRIMS, submit a completed SAAR form and PRCO PRIMS Access Letter, signed by Echelon-3 commander, that contains all UIC's for which you require visibility. (see sample in Appendix A) to askmncc.fct@navy.mil.

Section 2: Physical Readiness Control Officer (PRCO) Inspection Checklist
(Recommended format below, but not mandatory)

Command/Unit Name: _____

Command UIC(s): _____

Date of Inspection: _____

Command Fitness Leader (CFL) Rank/Name: _____

Inspector (PRCO) Rank/Name: _____

Inspector Command/Unit Name: _____

INSPECTION GRADING & REMARKS

1. Any "No" responses in Section I will constitute an overall UNSAT.

2. 11 or more "No" responses in the remaining sections will constitute an UNSAT.

3. Remarks section must only be used for note taking during the assessment. Discrepancy details must be listed in the Comments Section at the end of the checklist.

4. Commands graded as UNSAT must provide the PRCO with a CO/OIC approved Plan of Action and Milestones (POA&M) within 14 calendar days of completed inspection. The POA&M must detail all discrepancies, corrective actions taken, and the expected completion date.

5. The PRCO must conduct a reinspection within 45 calendar days of the UNSAT inspection.

Inspection Grade: SAT: _____   UNSAT: _____

_____   _____
            PRCO Sign   CFL Sign

_____   _____
     CMDCM / CMDCS / SEL   Executive Officer

_____
          Commanding Officer

SECTION I – MANDATORY REQUIREMENTS				REMARKS
1. Does the command have an designated CFL? Does the designated CFL meet all qualifications? If No, is there a Memorandum of Agreement in place assigning a qualified CFL or ACFL from another command to oversee the official PFA?	Yes		No	
2. Do the ACFLs meet all qualifications IAW OPNAVINST 6110.1 (Series)?	Yes		No	
3. Does the command/unit have at least one appointed ACFL for every 25 members assigned to their unit?	Yes		No	
4. Does the CFL utilize official BCA and PRT/CFT (as applicable) forms to document official PFA results?	Yes		No	
5. Did all participants in the most recent PRT/CFT have an updated Periodic Health Assessment (PHA) prior to participation?	Yes	No	N/A	
6. Did all participants in the most recent PRT/CFT complete a NAVPERS 6110/3 (PARFQ) prior to participation?	Yes	No	N/A	

				REMARKS
7. Did participants requiring medical clearance receive it from an AMDR prior to participating in the PRT/CFT?	Yes	No	N/A	
8. Did the CFL report all safety mishaps (e.g., PT-related injuries, hospitalization, deaths, etc.) to the Command Safety Officer?	Yes	No	N/A	
9. Has the command fitness team conducted and documented an emergency drill prior to the most recent PFA/CFA?	Yes		No	
SECTION II – ADMINISTRATIVE REQUIREMENTS				**REMARKS**
1. Does the CFL have the most update versions of the PRP Guides and OPNAV 6110.1 (series) available? *Note: Printed or electronic is acceptable.*	Yes		No	
2. Has the current CFL completed a PRP self-assessment within 30 days of assuming the CFL duties. Are all self-assessment checks sheets retained for 5 years?	Yes		No	
3. Is the Command Information page updated in PRIMS?	Yes		No	
4. Is the Command Roster up-to-date in PRIMS?	Yes		No	

5. Are all ACFL's trained IAW PRP Guide-2? Is the training documented and retained in the CFL file for 5 years?	Yes		No	
6. Did the command/unit conduct official PFA/CFAs each year IAW OPNAVINST 6110.1 (Series)? *Note: DEP/OP constitutes a completed PFA as long as the BCA was completed as applicable to the Ech-3 DEP/OP waiver documentation.*	Yes		No	
7. Does the CFL file contain ISIC approval for DEP/OP of the BCA or a third consecutive PRT/CFT? Are these records retained for 5 years?	Yes	No	N/A	
8. Did the command/unit provide a 10-week PFA notification prior to the most recent PFA? Are 5 years of 10-Week Notices retained in the CFL File? Note: "N/A" If the CO/OIC decided not to release a 10-week notice.	Yes	No	N/A	
9. Does the CFL file contain copies of all PARFQs for members required medical clearance to participate in the PRT/CFT? Are these records retained for 5 years?	Yes		No	
10. Did every command/unit member participate in the most recent PFA (if medically cleared)?	YES		NO	

11. Were all members who attempted to alter their BCA measurements re-measured no less than 72 hours after the initial BCA, and was the CO/OIC notified?	Yes	No	N/A	
12. Does the CFL file contain documentation that the CO approved "UA" designations. Are these records retained for 5 years?	Yes	No	N/A	
13. Did all Bad Day PRT participants complete within 7 days of obtaining medical clearance and within 45 days of the Official BCA?	Yes	No	N/A	
14. Were members required to sign official BCA and PRT or CFT (as applicable) results for the most recent PFA?	Yes	No		
15. Did the CFL input all PFA scores into PRIMS within 30 days of the Navy PFA cycle?	Yes	No		
16. Are PFA results accurately reflected in evaluations or fitness reports?	Yes	No		
17. Does the CFL file contain signed copies of all Page-13s and Letters of Notifications (LON) issued based on PFA/CFA performance? Are these records retained for 5 years?	Yes	No	N/A	

18. Were all Page-13s and LONs first signed by the CO/OIC, then by the member?	Yes	No	N/A	
19. Were all Page-13s and LONs forwarded to PERS IAW OPNAVINST 6110.1 (Series)?	Yes	No	N/A	
20. Is FEP (or combat arms equiv. remedial program) conducted at least 3 times weekly for 150 minutes; tracked in PRIMS?	Yes	No	N/A	
21. Is nutrition education documented for all FEP (or combat arms equiv. remedial program) participants? Is the documentation retained for 5 years?	Yes	No	N/A	
22. Are all pregnant/postpartum members listed as "Pregnant" in PRIMS?	Yes	No	N/A	
23. Are all pregnant/postpartum members exempt from participating in organized PT, including the PFA/CFA, until the end of their postpartum period?	Yes	No	N/A	
24. Did the CO/OIC review and approve all NAVMED 6110/4 forms for the most recent PFA/CFA?	Yes	No	N/A	
25. Does the CFL file contain the past 5 years of Medical Waivers?	Yes	No	N/A	

26. Was the command/unit's acclimatization policy established with an AMDR's consultation, and does it exist to address personnel safety concerns?	Yes	No	N/A	
27. Does the CFL gain and release members from their UIC in PRIMS upon checking in or out?	Yes		No	
28. Does the CFL conduct check-in BCAs and verify PRIMS records for all newly reporting members within 5 working days of arrival?	Yes		No	
29. Does the CFL file contain documentation showing that the command fitness team conducted emergency drills prior to the most recent PFA? Are these records retained for 5 years?	Yes		No	

SECTION III – COMMENTS SECTION (Indicate the overall state of the program and expand on discrepancies noted. Include recommendations for program improvement and proposed date of follow-up inspection.

Inspector: _____   Date:_____

CO	
XO	
CMC	
CFL	

Inspector Print: _____

Inspector Signature: _____   Date:_____

Appendix-A: Sample PRCO PRIMS Access Letter

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(Command Letterhead)
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                                                    6100
                                                    Ser #
                                                    Date

From: Commanding Officer, **(*Name of Command*)**
To: Navy Physical Readiness Program Office (N171A)

Subj: READ-ONLY PRIMS ACCESS LETTER

Ref: (a) PHYSICAL READINESS PROGRAM (PRP) GUIDE-7 – PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEM (PRIMS) ADMINISTRATION

Encl: (1) SAAR ICO (Rate/Name of New Read-Only User)

1. As prescribed in ref (a), the information below, along with enclosure (1), is provided to gain Read-Only access to the Physical Readiness Information Management System (PRIMS) for the following UIC(s): Primary: Subordinate:

    Command Requesting Access: ***USS PHYSICAL FITNESS***
    Commanding Officer: ***CAPT John Pushup***
    UIC: ***12345***
    POC Email: ***Command.F.Leader@navy.mil***
    POC Phone: ***(901) 874-XXXX / DSN: 882-XXXX***

    New Read-Only User DoD#: ***1098765432***
    New Read-Only User Name: ***First M. Last***
    Rank/Rate: ***YNCS***
    PRD: ***MMM-YYYY***
    Role: **PRCO / ECHELON /*CO / XO / CMC / AO or PERSO / CCC***
    Email: ***First.M.Last.mil@us.navy.mil***
    Phone: ***(757) 471-XXXX / DSN: 882-XXXX***
    Access to the following UIC(s): ***0123X***

2. If you have any questions or concerns, please contact (Rate/Rank Name, email, phone number).

                              I.M. COMMANDER

                    (CANNOT BE SIGNED BY DIRECTION)